



Informal Request

Government Information (Public Access) Act 2009

You may use this form to request information under Schedule 1 of the Government Information (Public Access) Regulation 2009.

Note: Council requires 24 hours' notice to collect documents requested under the Informal Request Application.

How to complete this form

1. Ensure all fields have been filled out correctly.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting.

1. Your details

Surname:* _____ Title:* _____

Other names:* _____

Postal address:* _____ Postcode:* _____

Daytime telephone:* _____ Facsimile: _____

Email: _____

2. Property details

If requesting access to information relating to a property:

Street Number:* _____ Street Name:* _____

Lot Number: _____ DP/SP: _____

Application Number): (if known) _____

Description of Development: _____

3. Fees and charges

There is no application fee for an Information Access Request under Schedule 1, Government Information (Public Access) Regulation 2009. However, fees may be payable for copying of documents as set out in Council's schedule of Fees and Charges – **the charges listed below are per page for black & white copies only. Colour copies will incur additional costs.**

A4 - \$0.65

A3 - \$1.30

A2 - \$4.60

A1 - \$7.40

A0 - \$11.50

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

65 Green Street, PO Box 21, Lockhart NSW 2656
Telephone: (02) 6920 5305 Facsimile: (02) 6920 5247 Email: mail@lockhart.nsw.gov.au
www.lockhart.nsw.gov.au

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4. Details of request

i) Please indicate which documents you would like to access from the list below.

- | | |
|---|--|
| <input type="checkbox"/> Development Application Consent | <input type="checkbox"/> Building Certificate |
| <input type="checkbox"/> Development Application Plans | <input type="checkbox"/> Structural Certification |
| <input type="checkbox"/> Planners Report | <input type="checkbox"/> Land Contamination Reports |
| <input type="checkbox"/> Building Application Plans | <input type="checkbox"/> Building Application Consent |
| <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> Development Application Submissions |
| <input type="checkbox"/> Construction Certificate Plans | <input type="checkbox"/> Occupation Certificate |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Heritage Consultant Report |
| <input type="checkbox"/> Home Warranty Insurance | <input type="checkbox"/> Tree Inspection Report |
| <input type="checkbox"/> Acoustic Consultants Report | <input type="checkbox"/> Land & Environment Court Judgements |
| <input type="checkbox"/> Other Documents (please specify below) | |

Note: Schedule 1 Part 2 Section 3(2) Government Information (Public Access) Regulation 2009 restricts access to internal configuration of residential developments but allows access to height and external configuration of a building and other plans such as shadow diagrams and landscape plans.

ii) How would you like to access the information? (Please tick the applicable box below.)

- I want to **inspect the information** (inspection can only be done at the Council Office, 65 Green Street, Lockhart).
- I would like a **copy of the information** (charges per page apply).

5. Applicant Declaration

Applicant's Signature* _____ Date* _____

6. Privacy & Personal Information Protection Notice

Purpose of Collection: For formal applications under the Government Information (Public Access) Act 2009.

Intended Recipients: Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009.

Supply: A Formal Access application is voluntary. However, a completed application is required for delivery and management of GIPA Applications.

Storage: Council's adopted Records Management Systems and Archives.

Office use only

Receiving Officer: _____ Date application received: _____

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